SFELOR AUMINISTRATIVE OFFICERS CONFERENCE

27, 28 & 29 CCTONER 1958

Monday		
693 0-1000	Conference Organization (5. K. White, DD/S)	
3.000 -1200	Financial Management Improvement /Comp) C/FMI Program) DC/FMI Program) C/Tech Acet Staff)	25X1A
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1315-1415	Financial Management Improvement	25X1A
).430 -1630	What the Area Division Expects From Its Cater of Euppor C/WE Division, DD/P)	
Tuesday		
0900-1100	Administrative Plans and Fiscal Annexes C/Com Staff) C/Fin Division) SA-SSA-UD/S)	25X1A
1300-1200	Medical Support (3. 3. Tletjen, C/Med Staff)	25X1A
1200-1300	Careers in Administration . SSA-DD/S)	25X IA
Linch		05)/4.4
1415-1615	Topic To Be Armounced C/ILR Staff, DD/F)	25X1A
Wednesday		
0900-1100	The Flexible T/O	25X1A
1100-1300	Support Services Elements of Operational Task Forces SPA-DD/S)	25X1A
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1415-1615	Making the Support Program More Effective	

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0930-1000 Conference Organization

1000-1200 Financial Management Improvement

Lunch

1315-1415 Financial Management Improvement

1430-1630 Guest

Tuesday

0900-1100 Administrative Plans and Fiscal Annexes

1100-1200 Medical Support

1200-1300 Careers in Administration

Lunch

1415-1615 Guest

Wednesday

0900-1100 The Flexible T/0

1100-1300 Support Services Elements of Operational Task

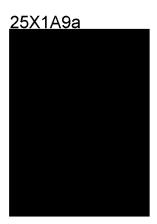
Forces

Lunch

1415-1615 Making the Support Program More Effective

USE OF FINANCIAL DATA FOR MANAGEMENT PURPOSES

Review of the kinds of financial data available to executives and consideration of their reliability, pertinence and timeliness; a new look at how they may be exploited for more effective management.



THE FPA PROGRAM

A status report on the Program to date.

A look at the effect of the FPA Program upon budget preparation and fiscal management in the future.

ADMINISTRATIVE PLANS AND FISCAL ANNEXES

Consideration of significant distinctions between administrative plans and fiscal annexes; review of some typical current uses.

Review of basic of basic plan perposes and admir star

MEDICAL SUPPORT

Review background experience regarding the need for medical care; outline the objectives, scope and limitations of the Agency program; administration of the program at headquarters and in the field.

Summary of objectives, capabilities and limitations in the field of medical support for operations.

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CHEFATAL

CAREERS IN ADMINISTRATION

Discussion of the Administration Career Service in transition; factors bearing on selection, rotation and development of administrative officers; discussion of competitive promotion and how it works in the Administration Career Service; tours of foreign duty; selecting officers for senior positions in the Support Services.

THE FLEXIBLE T/O

Review of the objectives of the "flexible" T/O; summary of experience in the Office of Communications during 20 months of operating under the concept; a look at some problems which have emerged during general installation of the system.

SUPPORT SERVICES ELEMENTS OF OPERATIONAL TASK FORCES

Review the strategic problem and the role of the Support Services under current concepts; consideration of major Support problems which have emerged and some tentative approaches to their solution.